



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Juvenile** | Position: **Administrator**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 29: \$5,679-\$7,638mo. (DOQ)**

Posting Opens: **10/01/15**

Posting Closes: **11/30/15 at 4:00 p.m.**

DEPARTMENT / OFFICE

This is an at-will management position that reports to the Superior Court Judges.

POSITION SUMMARY

Under general direction, plans, coordinates, and manages the administrative operations of the Lewis County Juvenile Court; develops and administers departmental policies; supervises case flow management activities; administers grants and contracts; oversees the delivery of probation, detention, Evidence-Based Interventions, and Guardian Ad Litem services; and supervises assigned personnel.

HOW TO APPLY

Application materials and job are available at www.lewiscountywa.gov/jobs. You may turn in a completed application to:

**Lewis County Superior Court
345 W. Main St, 4th Fl.
Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-1333 ext 3. Please note: there may not be sufficient time for the packet to be mailed and returned by 5:00 p.m. on the closing date of the posting.

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by the Lewis County Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to Susie.Parker@lewiscountywa.gov providing a signed hard copy follows within 5 business days. Faxed copies will not be accepted.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice, Behavioral Science, or a closely related field as required by State statute
- Three years (3) experience managing court administrative operations.
- Must successfully complete a criminal history investigation and polygraph examination
- Must successfully complete the Washington State Criminal Justice Training Commissions Juvenile Services Academy and designated management courses.
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.